

PROPOSAL FOR A CERTIFICATE PROGRAM

Date:

School/College/Unit:

Department/Division:

Certificate Title:

Effective Term:

Which campus(es) will offer this certificate?

Level (Undergraduate, Graduate, or Post-Baccalaureate):

Program Abstract:

Faculty proposing certificates offered by one academic unit should complete page 2.

Faculty proposing certificates offered by multiple academic units should complete pages 4-6.

After approval by school/college/unit, proposals for undergraduate programs should be sent to the Office of Curriculum Systems (currsys@uga.edu). Proposals for graduate programs should be sent to the Graduate School (gradassociatedean@uga.edu)

Certificates Offered By One Academic Unit

1. Purpose and Educational Objectives

State the purpose and educational objectives of the program. How does this program complement the mission of the institution?

2. Need for the Program

Explain why this program is necessary. In addition, provide the following information:

- a. Semester/Year of Program Initiation
- b. Semester/Year of Full Implementation of Program
- c. Semester/Year First Certificates will be awarded
- d. Annual Number of Graduates expected (once the program is established)
- e. Projected Future Trends for number of students enrolled in the program

3. Student Demand

- a. Provide documentation of evidence of student demand for this program, including a student survey.
- b. Provide evidence that demand will be sufficient to sustain reasonable enrollment.
- c. To what extent will minority student enrollments be greater than, less than, or equivalent to the proportion of minority students in the total student body?

4. Program of Study

Provide a detailed program of study for the certificate program, including:

- a. Specific course prefixes, numbers, and titles
- b. Identify any new courses created for this program

5. Model Program and Accreditation

- a. Identify any model programs, accepted disciplinary standards, and accepted curricular practices against which the proposed program could be judged. Evaluate the extent to which the proposed curriculum is consistent with these external points of reference and provide a rationale for significant inconsistencies and differences that may exist.
- b. If program accreditation is available, provide an analysis of the ability of the program to satisfy the curricular standards of such specialized accreditation.

6. Student Learning Outcomes

Describe the proposed learning outcomes for the certificate program.

7. Assessment and Admissions

Describe how the learning outcomes for the program will be assessed. Describe the process and criteria for how students will be admitted to and retained in the program.

Please submit documentation of the following approvals with the proposal:

- Department Head/Director
- Dean/Vice President
- Heads of any academic units which offer courses used in the program of study
- Heads of any academic units which offer similar programs

Certificates Offered By Multiple Academic Units

1. Purpose and Educational Objectives

State the purpose and educational objectives of the program. How does this program complement the mission of the institution?

2. Need for the Program

Explain why this program is necessary. In addition, provide the following information:

- a. Semester/Year of Program Initiation
- b. Semester/Year of Full Implementation of Program
- c. Semester/Year First Certificates will be awarded
- d. Annual Number of Graduates expected (once the program is established)
- e. Projected Future Trends for number of students enrolled in the program

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- a. Provide documentation of evidence of student demand for this program, including a student survey.
- b. Provide evidence that demand will be sufficient to sustain reasonable enrollment.
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- b. If program accreditation is available, provide an analysis of the ability of the program to satisfy the curricular standards of such specialized accreditation.

6. Student Learning Outcomes

Describe the proposed learning outcomes for the certificate program.

7. Assessment

Describe how the learning outcomes for the program will be assessed.

8. Faculty Resources

Define the size, experience, and specializations of the full-time faculty needed to support an effective program. Specify how many full-time faculty will provide direct instructional support to this program.

- a. Identify the extent to which such faculty resources currently exist at the institution
- b. Identify the extent to which additions to the faculty will be needed to fully implement the program
- c. Where it is deemed necessary to add faculty in order to fully develop the program, give the desired qualifications of the persons to be added.

9. Faculty Members

For each faculty member directly involved in this program, please provide:

- a. Name, rank, degree(s), academic specialty, and educational background
- b. Special qualifications related to this program
- c. Relevant professional and scholarly activity for the past five years
- d. Projected responsibility in this program and required adjustments in current assignments

10. Facilities and Resources

- a. Describe the building, classroom, laboratory, and office space that will be available for this program and evaluate their adequacy to fully support an effective program. Plans for allocating, remodeling, or acquiring additional space to support the program's full implementation should also be identified.
- b. Describe the available library resources for this program and the degree to which they are adequate to support an effective program. Identify the ways and the extent to which library resources need to be improved to adequately support this program.
- c. Document the extent to which there is sufficient computer equipment, instructional equipment, laboratory equipment, research support resources, etc., available to adequately support this program. Specify improvements needed in these support areas.

11. Budget

- a. Detailed funding to initiate the program and subsequent annual additions required to fully implement the program are needed below. Estimates should be based upon funding needed to develop an effective and successful program and not the minimum investment required to mount and sustain a potentially marginal program.

	First Year	Second Year	Third Year
Personnel			
Operating Costs			
Capital Outlays			
Library Acquisitions			
TOTAL			

- b. Indicate the extent of student support (fellowships, assistantships, scholarships, etc.) available for this program, and evaluate the adequacy of this support. Assistantships funded from institutional (as opposed to sponsored) funds should be included in this funding analysis as well.
- c. Identify sources of additional funds needed to support the program and the probability of their availability.
- d. Identify long-range plans for additional or expanded facilities necessary to support an effective program. Evaluate the timing and likelihood of such capital funding.

12. Administration

Describe and evaluate the structure for the administration of the program. Describe the process and criteria for how students will be admitted to and retained in the program.

Please submit documentation of the following approvals with the proposal:

- Department Heads/Directors of all units involved in the program
- Deans/Vice Presidents of all units involved in the program
- Heads of any academic units which offer courses used in the program of study
- Heads of any academic units which offer similar programs